

~~CONFIDENTIAL~~

FOIAb3b1

2430 L Street, N.W.
Washington 25, D.C.

7 November 1950

25X1A9a

25X1A6a

Dear Andy:

This is in reference to your memorandum of 13 October 1950 concerning reclassification of one of your custodian-chauffeur positions.

25X1A9a

It appears that upward reclassification of this position is not feasible at this time. In the first place, informal discussion with the Agency classification people indicates that such a request would not receive favorable consideration. Secondly, some of the additional duties which you indicate [redacted] is performing actually belong to the administrative assistant position, and advertisement of this fact might serve to weaken the latter position.

25X1A9a

I do not dispute the fact that [redacted] is a valuable and deserving employee, but do not feel that we can reward him in this manner.

25X1A9a

You may recall that Administrative Instruction 20-23, dated 14 June 1948, provides for reward for superior accomplishment. If you feel that [redacted] is deserving of a meritorious within-grade raise in salary, you have my permission to submit your recommendations in accordance with provisions of this instruction. I will cause them to be submitted for consideration without delay. If approved, this in-grade raise would, I believe, provide him with more money immediately than a promotion.

Sincerely,

25X1A9a

This document contains information which is exempt from automatic downgrading and declassification. It is the policy of the CIA to protect such information from unauthorized disclosure. It is the responsibility of the individual to ensure that this information is not disclosed to unauthorized persons.

JRC/eks

~~CONFIDENTIAL~~